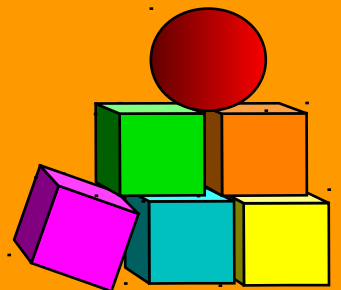


BUSINESS OBJECTS APPLICATION (BOA)

**A tool to allow users to
access, analyze, and
share information**

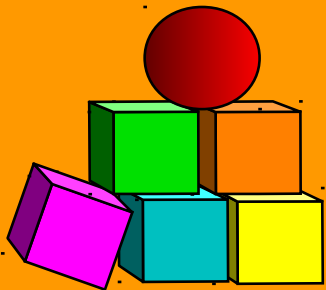
**Provides powerful
query, reporting, and
analysis functionality**

Note: See note pages for
details!



LOG ON, UNIVERSE

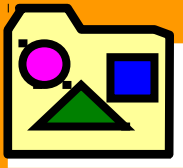
Accessed via Citrix
Requires User Name
and Password
You have 3 attempts
to log in correctly



CLASSES, OBJECTS

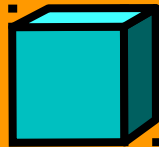
Identifies information

Object is anything you want to see in a report

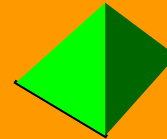


**CLASSE
S**

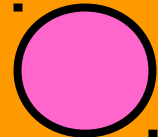
OBJECTS



**Dimensio
n**



Detail



Measure

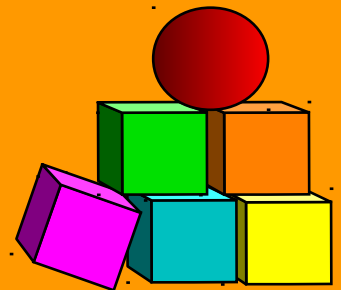
BUILDING A QUERY



**Select objects for
query**

**Restrict Data/Apply
Conditions**

Click 'Run'

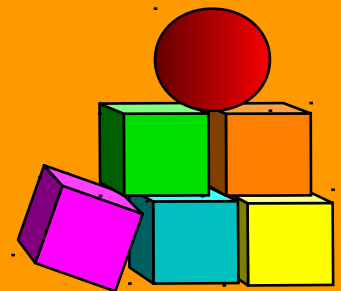


TYPES OF CONDITIONS

Relational
Operators

Single & Multi-Value
Multiple
Predefined

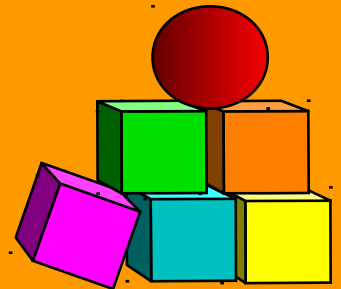
Wild-
Cards



DOCUMENTS/REPORTS

A document is a single collection of reports organized by tabs

A report is a collection of pages within a tab



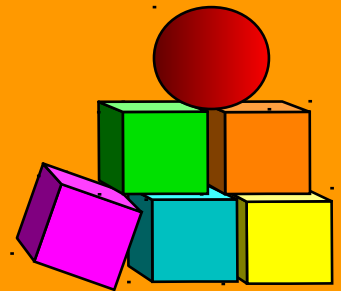
OPTIONS FOR COLUMNS/ROWS

**Resizing a column or
row**

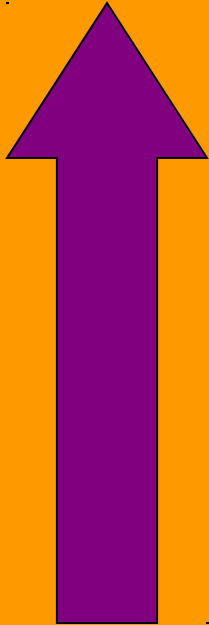
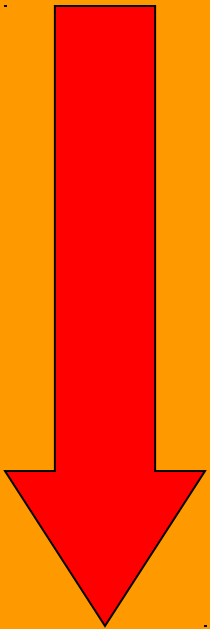
Moving columns

Changing titles

<i>RNO</i>	<i>PATCOB</i>	<i>Name</i>
C	P	Smiley, J.
D	A	Happy, H.



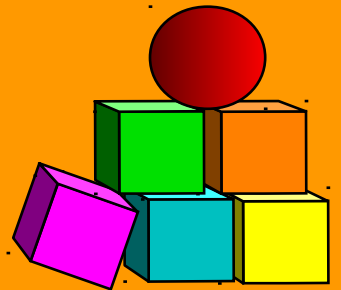
SORTING DATA



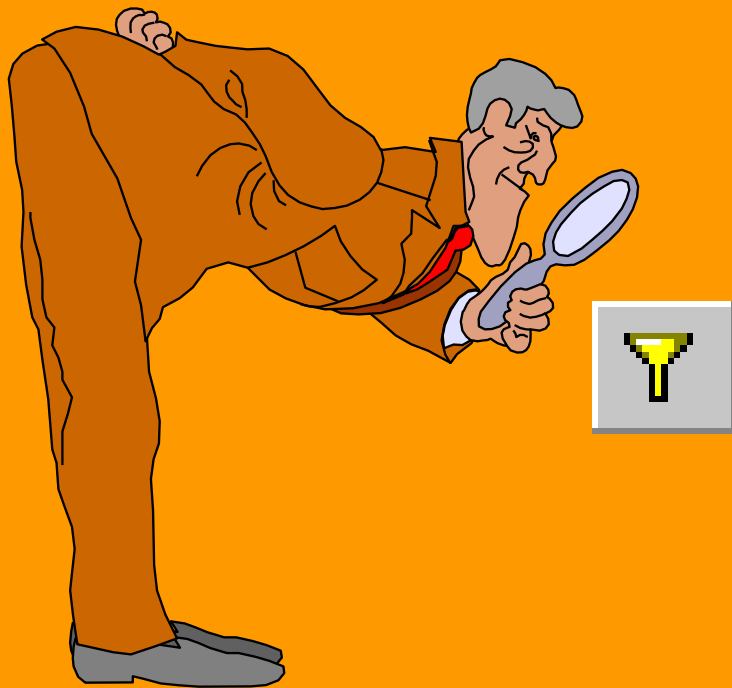
Ascending Order

**Descending
Order**

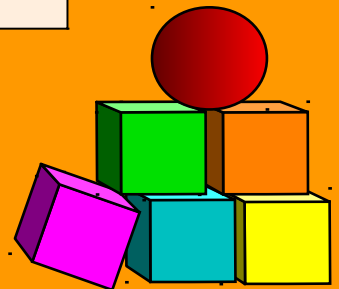
Custom Sort



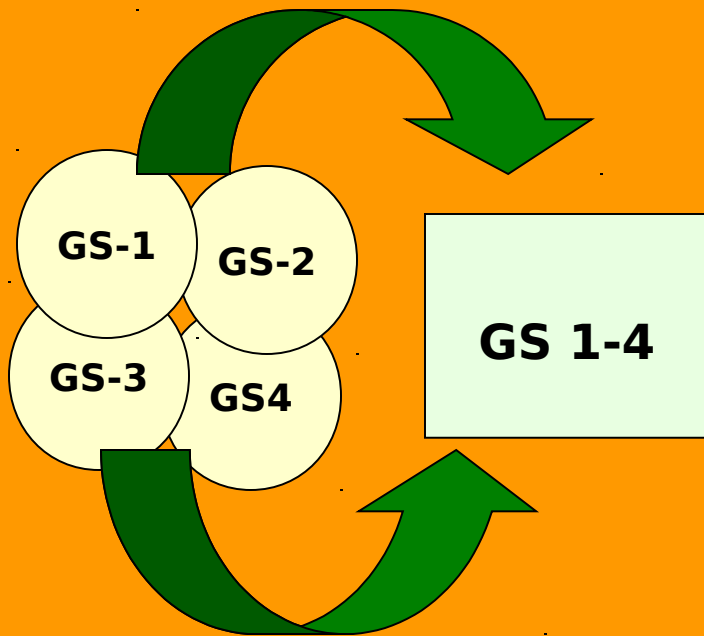
FILTERING DATA



**Allows you to
view only the
data you
need in your
report**

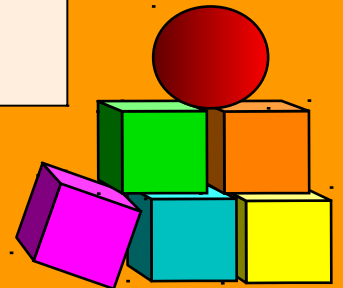


GROUPING DATA TOGETHER

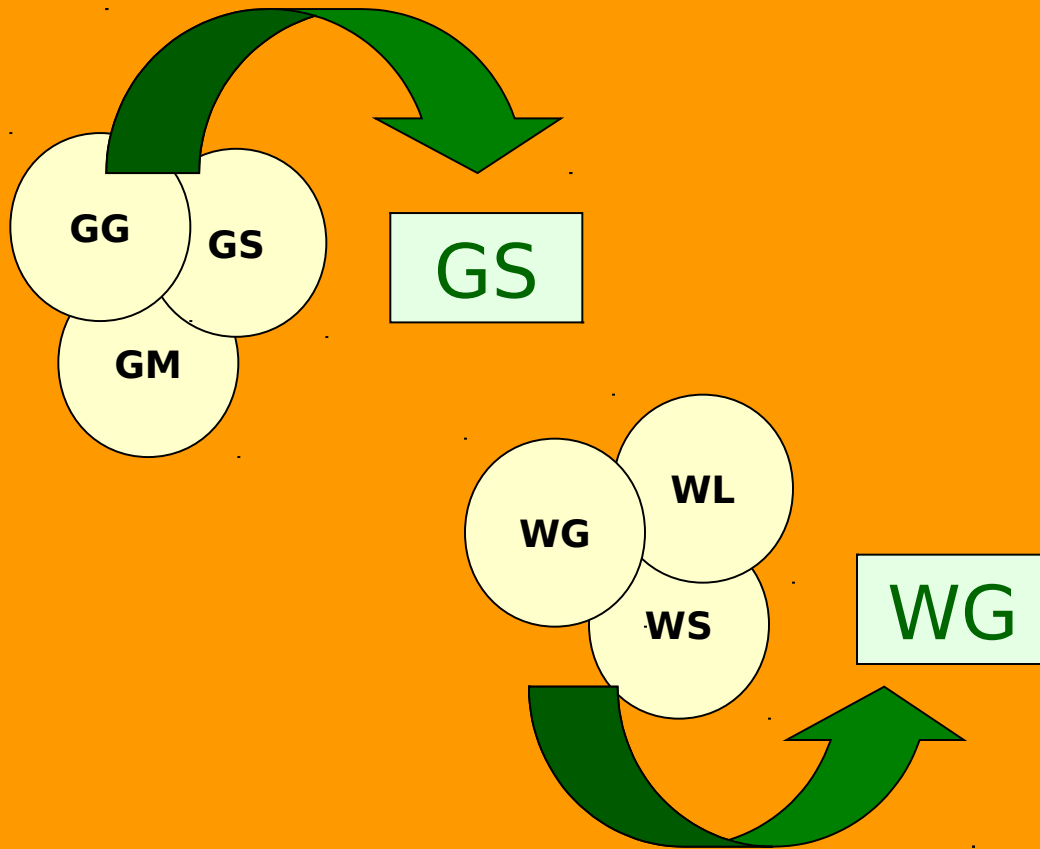


**1 -
Grouping
Icon**

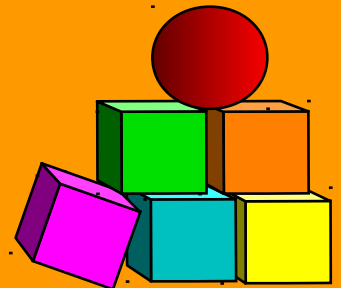
**2 -
Variables**



GROUPING ICON



**Allows you to
group the
values of
existing
objects**



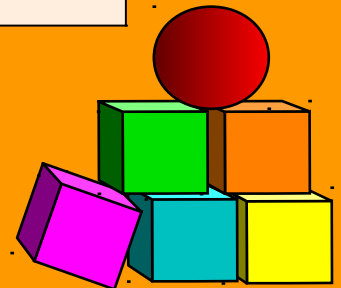
VARIABLES

GS 1-8
GS 9-12

GS 1-8
GS 9-12

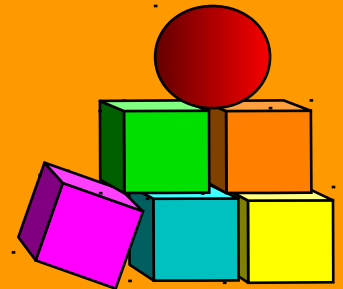
**Combines objects
to create groups
for analysis**

**Easiest way to
show grade
groupings**



VARIABLES (Cont'd)

**Can apply
alerters,
filters, sorts,
and breaks on
columns or
rows
containing
variables**



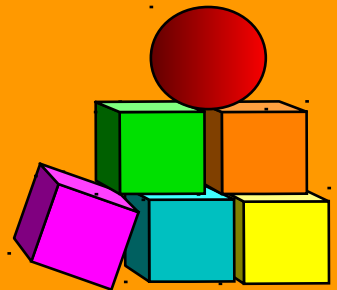
GS 13-15

GS 13-15

ALERTERS



**Draws
attention to
items of data
in a block**



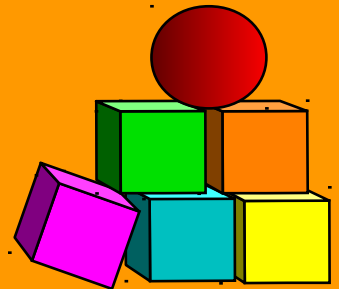
APPLYING CALCULATIONS

$$1+5+10=16$$

Adding a sum

Adding a percentage

Counting rows of data



BREAKS WITHIN COLUMNS

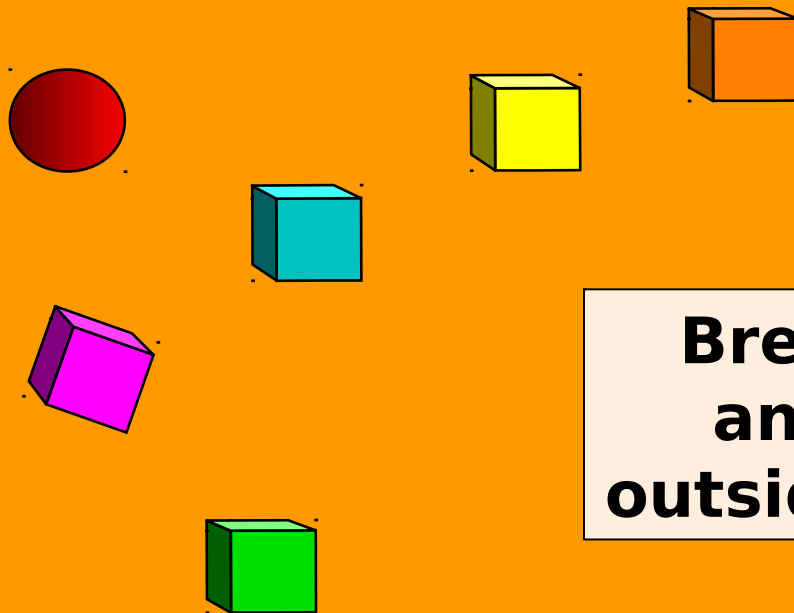


**Breaks up data and
groups according to
selected data**

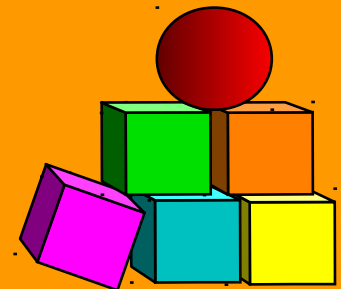
**Allows displaying
subtotals**



BREAKS OUTSIDE COLUMNS

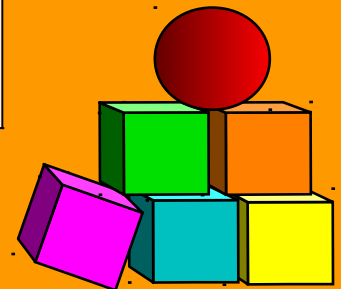


**Breaks up data
and carries it
outside the column**



BREAKS & CALCULATIONS

**Calculates
numbers and
percentages for
each grouping of
data selected**



FORMATTING BREAKS

Break Header/Footer

Remove Duplicates

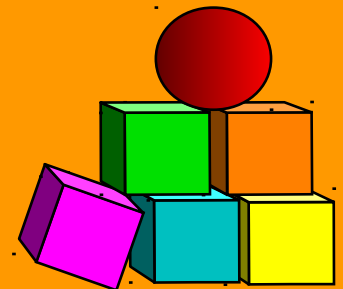
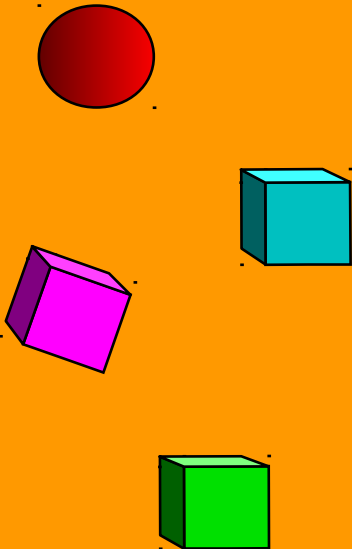
Fold

Value-Based Break

Avoid Page Break

Start a New Page

**Repeat Header/Break
Value**



FORMATTING REPORTS

Portrait

Landscape

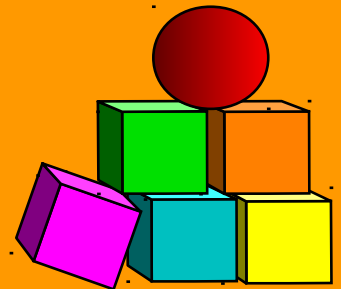
General Tab

**Headers and
Footers**

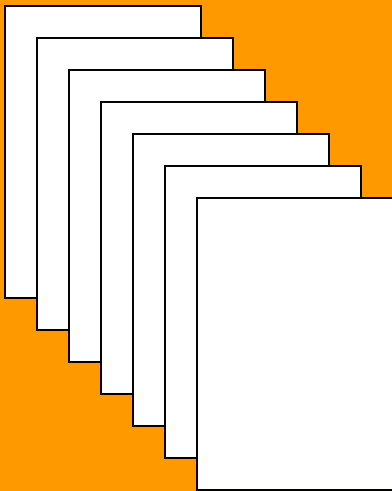
Orientation

Display

Columns



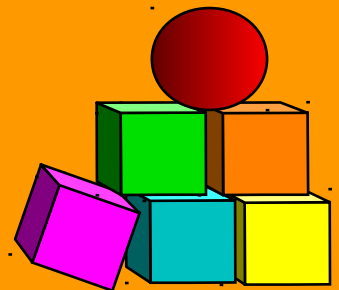
FORMATTING REPORTS (Cont'd)



Page Layout Tab

New Page

Page Break

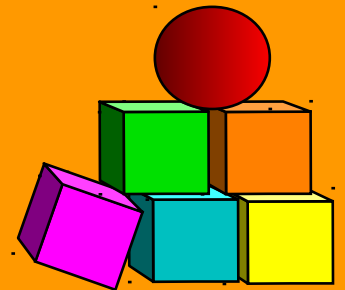


FORMATTING REPORTS (Cont'd)

Pivot Tab

Available Variables

Used Variables



FORMATTING REPORTS (Cont'd)

Border Tab

Presets

Border

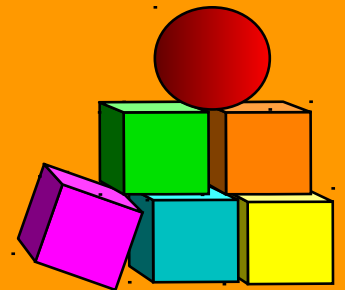
Style

Color

Shading Tab

Fill

**Foreground /
Background
Color**

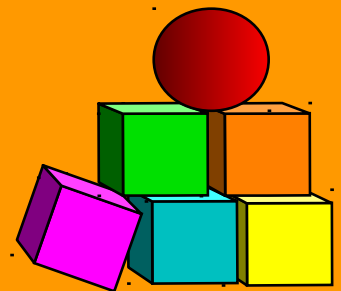


FORMATTING REPORTS (Cont'd)

Appearance Tab

Position

Hide Block



BLOCKS

A block is what BOA uses as a presentation style to format data in your report

Four Types:

Table Block

**Financial
Block**

**Cross-Tab
Block**

Chart Block

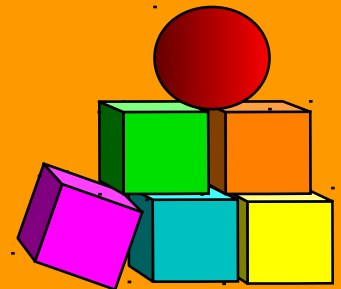
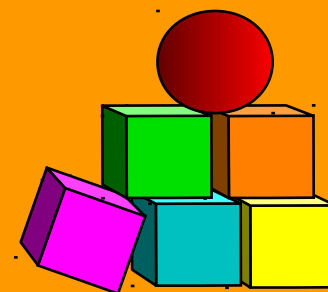


TABLE BLOCK

**Default
style**

UIC	Count of SSN's	Count of Positions
W3YTAA	2,158	2,543
W0UVAA	1,395	1,697



FINANCIAL BLOCK

Headings run
vertically rather
than horizontally

W3YTAA WOUVAA

UIC

Count of
SSN's
Count of
Positions

2,158

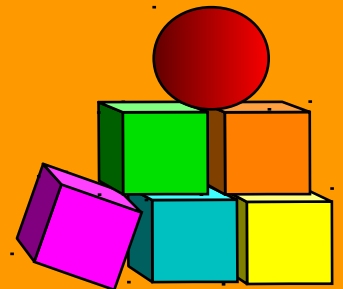
2,543

1,395

1,697

3,553

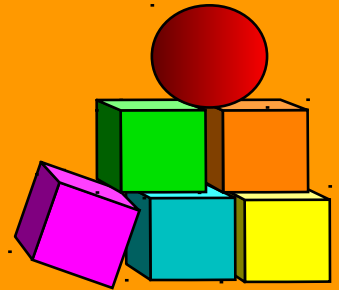
4,240



CROSS-TAB BLOCK

**Looks like spreadsheet with
data in cells**

**Displays data in columns,
rows, and at the
intersection of the column
and rows**



CROSS-TAB BLOCK (Cont'd)

Sex	Females	Males
RNO	# Employees	# Employees
A	25	74
B	31	150
C	275	250
E	1,500	2,895

**Helpful to
give overview
of a small
section of
larger report**

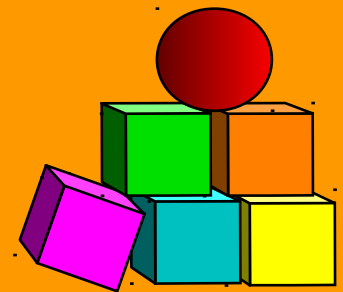
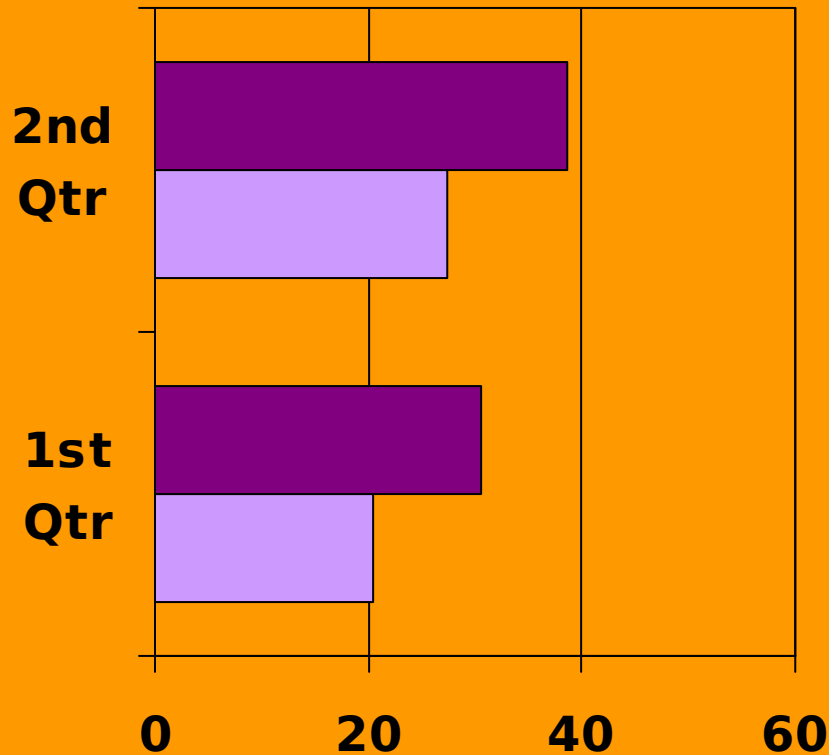


CHART BLOCK



**Data represented
graphically**

**Area, column,
line, pie, XY, 3-D**

■ **FORSCOM**
■ **TRADOC**

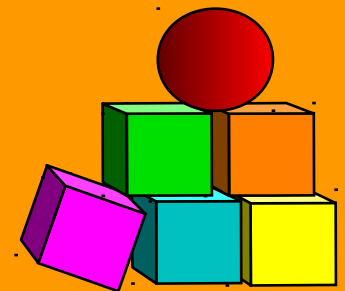
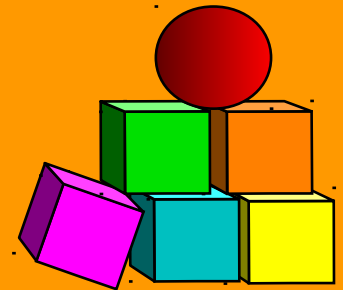
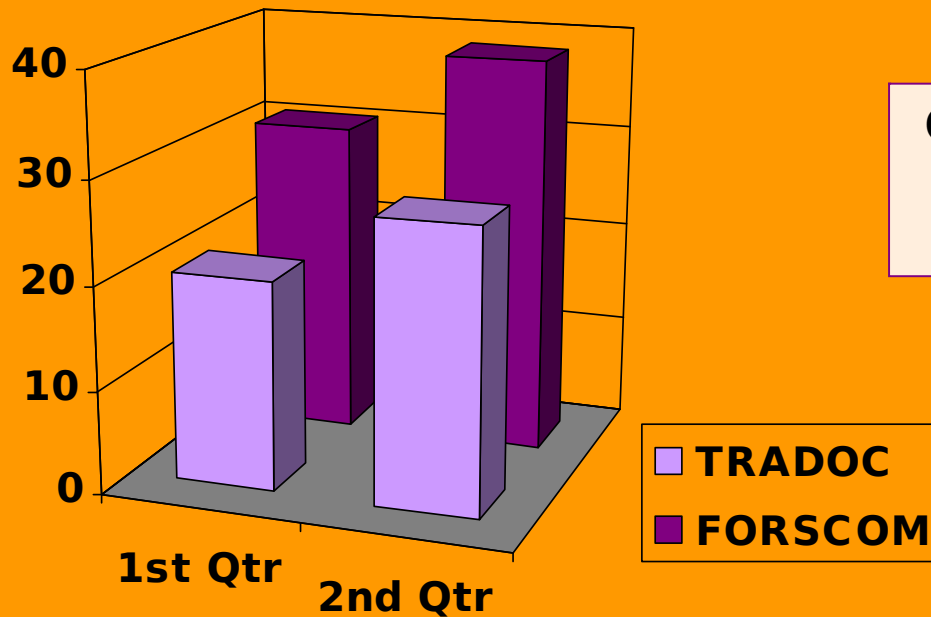


CHART BLOCK (Cont'd)



**Click on Insert Chart
Button**

**Go to the right of
your table and
'build a box'**



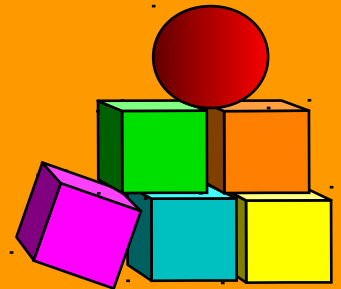
FORMATTING CHARTS

General Tab

Allows you to name the chart, set what is displayed on it, and manage page breaks

Series Tab

Lets you create and edit groups of data and display data in different formats on the same chart



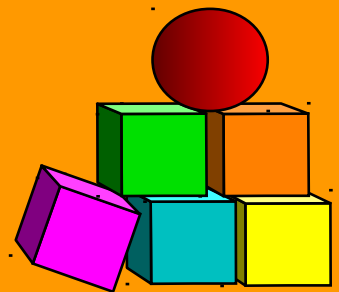
FORMATTING CHARTS (Cont'd)

Pivot Tab

Can pivot data by moving variables around between the X-axis or Y-axis or Z-axis; can also change the variables

Border Tab

Provides options for various border styles and colors



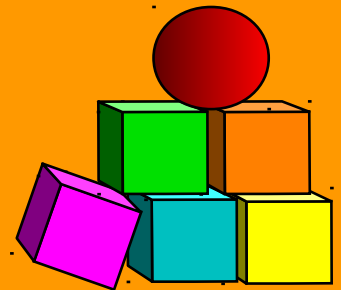
FORMATTING CHARTS (Cont'd)

Shading Tab

Allows custom shading for fill, foreground color, or background color

Appearanc e Tab

Can position the selected block and set a condition to determine whether it is hidden or displayed



Help If You Need It!

**Excellent Help
Manual in BOA
Program**

